



# SCHOOL *for the* Deaf & Blind

*giving kids the building blocks to independence*

3911 CENTRAL AVENUE  
Great Falls, Montana 59405  
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[www.msdb.mt.gov](http://www.msdb.mt.gov)

**DEPARTMENT: Montana School for the Deaf and Blind**

**Division:** Education

**JOB TITLE:** Outreach Consultant for the Visually Impaired

**POST DATE:** June 4, 2013

**START DATE:** August 19, 2013

**STARTING SALARY:** Dependent on education and years of experience

**LOCATION OF JOB:** Great Falls Region

**STATUS:** Permanent, Full-time, One Position Available (200 duty days)

**SUPPLEMENT REQUIRED:** Yes

**PAY GRADE:** Contract exempt

**POSITION NUMBER:** 51304003

**BARGAINING UNIT:** MEA/MFT

**CLOSING DATE:** July 15, 2013

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**TYPICAL DUTIES:** Serves blind and visually impaired students in their home communities. Provides information, technical assistance and consultation to promote appropriate intervention strategies and educational practices. Offers recommendations and suggestions to classroom teachers, provides information on instructional resources, and assists in the ordering of special materials. Participates in Child Study Team meetings and assists in the development of Individual Education Plans.

Also serves preschool children and their families in local communities throughout the state of Montana. Represents MSDB to the educational and medical communities and to the public. Develops presentations on the education of the visually impaired; services offered by MSDB to targeted populations; and serve as a liaison to community organizations.

Assists in the planning and facilitation of annual Family Learning Weekends, Summer Skills Programs, and other learning opportunities for students. Works with MSDB admissions coordinator to facilitate appropriate referral of students for evaluation and placement at MSDB.

Position requires ability to perform Functional Vision Assessments, Learning Media Assessments, and fluency in Braille. Consultant may be involved in training Braille instruction teams and monitoring the Braille instruction provided in the local school districts. Knowledge of technology related to Braille production in an educational setting required.

Extensive travel with overnight stays is a requirement of this position.

**EDUCATION AND EXPERIENCE:** Bachelor's or Master's degree in Education of the Visually Impaired with experience working with blind or low vision students in an educational setting preferred. Additional certification in O & M preferred. Applicants with degrees in related fields and previous experience working with blind or low vision students will be considered.

**KNOWLEDGE AND SKILLS:** Knowledge of general special education instructional practices and specifically best practices in the education of the visually impaired; knowledge of support services typically utilized in the education of the visually impaired; knowledge of special education rules and regulations and the CST/IEP process. Ability to comply with data collection, records management, and reporting procedures assigned to the position. Ability to develop and maintain relationships with a broad constituency through the application of skills and knowledge fundamental to the position as well as excellent interpersonal communication skills.

The expressive and receptive sign language skills of all employees hired after July 1, 2012 must be evaluated through the Sign Language Proficiency Interview (SLPI: ASL). All new employees are expected to achieve the target Skill Level Standard for their assigned position within three (3) years from their date of hire. The target Skill Level Standard for the position of Outreach Consultant for the Visually Impaired is "Survival."

**ADDITIONAL CONSIDERATIONS:** The successful employee must be self-directed and able to work with limited supervision or direction. The position requires extensive travel working hours beyond those of a typical teaching position with an average of 2 to 3 nights away from home each week. The position may require occasional work on weekends and extended workdays with meeting before and after regular school hours. This position may require the employee to work out of a home-based office which may be in a community other than Great Falls. Employees must be able to maintain the basic machines and functions of an office as well as securing routine maintenance for the state vehicle assigned to the position.

**BENEFITS:** Full Insurance Package

**APPLICATION AND SELECTION PROCESS:** Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 05/03). Portions of the application may be photocopied if legible.
2. Application supplement.
3. Letters of reference from previous three employers (3 letters of reference).
4. Transcripts or all coursework leading to degrees or licensure.
5. Copies of Professional Licenses which are applicable to the requirements of the position.
6. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
7. Signed and dated Applicant Release of Information form.

**INQUIRIES AND REQUEST FOR APPLICATION:** MSDB 406-771-6000, any Montana Job Service. Locally 1018 7<sup>th</sup> Street South, Great Falls, Montana, 406-791-5800 or the website: [www.msdb.mt.gov](http://www.msdb.mt.gov).

**COMPENSATION:** This position is a contracted position 200 days. Salary is determined by the schedule as per the Collective Bargaining Agreement. Eligible state employees are also provided paid health, dental and life insurance. Other benefits include deferred compensation program and retirement. Employees earn approximately 3.69 hours of sick leave for each 80 hours pay period worked and employees who qualify are entitled to up to 15 days military leave with full pay. Earned

leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

**REASONABLE ACCOMMODATIONS:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact SCHOOL FOR THE DEAF & BLIND using the information provided above. TTY users may call the TTY number if available or use the relay service by dialing 711-253-4091.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport, a Permanent Resident Card or an Alien Registration Card (Green Card).

**EMPLOYMENT PREFERENCE** - The Veterans Public Employment Preference Act and the Persons with Disabilities Public Employment Preference Act provide preference in public employment for certain military veterans and people with disabilities or their eligible relatives. An applicant claiming employment preference must complete an Employment Preference Form, PD-25A, available through your local Montana Job Service Workforce Center or the State of Montana Employment Information Website at: <http://mt.gov/statejobs/statejobs.asp>. You must also provide the appropriate documentation of eligibility with the application. The required documentation may include a DD~214; a document issued by the Office of the Adjutant General of the Montana National Guard certifying service; or a PHHS Certifications of Disability form. Contact your local Montana Vocational Rehabilitation Services Office, Department of Public Health and Human Services for details on obtaining persons with disabilities preference certification. For more information, contact your local Job Service Workforce Center.

**SPECIAL INFORMATION:** MSDB is a residential school for deaf and blind children. Grades include preschool, elementary, middle, and high school levels as well as a post high school program. This agency has been declared a non-smoking environment extending to the entire campus; there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist recommended for hire to a paid or volunteer position with this agency, involving regular unsupervised access to students in schools, as determined by the Superintendent, shall submit to a fingerprint-based national criminal history background check conducted by the Federal Bureau of Investigation prior to consideration of the recommendation for employment. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

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The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.